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PERSONNEL SECURITY BRANCH

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Functions:

Under the provisions of Section 102d(3) of the National Security Act of 1947, the Personnel Security Branch causes investigations to be made of applicants for employment in or assignment to overt operations of the Central Intelligence Agency. Further, it causes investigations of employees to be made under a general reinvestigation program. Upon receipt of investigation reports, comprehensive appraisal of all pertinent information available is effected, whereupon a determination is made as to the sufficiency of scope and coverage of the investigative material, together with a determination as to whether or not additional field investigation is necessary, and if so, along which lines it should be conducted. After sufficient investigative material has been accumulated, a determination is made as to whether or not the applicant or employee meets the security standards of the Agency for employment or retention. The Branch effects approval of applicants or employees, and recommends disapproval of applicants or dismissal action in the case of employees, in the interest of the United States. The dismissal action is recommended under the provisions of Subparagraph (c) of Section 102 of the National Security Act of 1947 (Public Law 253 - 80th Congress). The investigations initiated by the Branch are largely performed by the Federal Bureau of Investigation, thus close liaison with that Bureau is maintained from the standpoint of the flow of cases; the completeness of background data furnished to that Bureau; availability of investigative information in the files of the Branch prior to initiation of investigations; the completeness of investigations; determinations as to whether or not the Agency should be charged for investigations discontinued before completion; and the investigative responsibilities of the FBI in connection with specific cases which, because of operational necessity, are conducted in part by other investigative or liaison facilities.

In order best to serve the security interests of the Agency, certain internal transfers of personnel are approved by the Personnel Security Branch before such transfers are effected. Approval or disapproval of these transfers is based upon security information contained in the files of the Branch, balancing such information with the sensitivity of the operation to which the transfer is proposed.

Persons leaving the Agency, leaving for overseas duty, taking leave without pay for periods in excess of 60 calendar days, or transferring from vouchered to unvouchered funds or from unvouchered to vouchered funds are interviewed to secure pertinent information of personnel security interest, to brief them concerning their security obligations; and to receive from them all passes, badges, or credentials which, for security reasons, should not be retained by them.

Determinations are made as to whether or not, in the interest of personnel security, interviews with applicants or employees should be conducted for the purpose of either clarifying information developed through investigation, or obtaining additional leads and information.

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Functions (cont'd) -

The records of the Personnel Security Branch are checked, and checks deemed necessary with other Government agencies are initiated through the facilities of the Investigative Liaison Branch in connection with (1) miscellaneous cases arising in the Branch; (2) [redacted] Office of Operations; (3) prospective consultants before being approached for employment on a consultant basis; (4) [redacted] (5) certain persons working in private industries on CIA classified contracts; (6) miscellaneous special requests received for name checks, prior to negotiating for employment; and (7) requests from the Research Branch for checks of Personnel Security Branch records only. With the exception of cases falling within "7" above, the information received or produced by the Branch files is evaluated and appropriate security precautions are outlined to the CIA subdivisions serviced.

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Requests from outside agencies, such as the FBI, AEC, GSA, ECA, etc., for security information from CIA records, are handled by the Branch. These checks require, at the minimum, a check of Personnel Security Branch records, and summarization of available information. In some instances checks are made of other CIA indices, and any information so received is summarized and reported to the requesting agency.

Determinations are made as to the information contained in the security files of the Branch which should be disclosed to authorized representatives of other Government agencies in the interests of overall effectiveness of the Employee Loyalty Program established under Executive Order 9835, dated 21 March 1947. Initial determinations are also made as to which representatives seeking information contained in the Branch files are authorized to receive the requested information. These determinations are made in connection with the President's memorandum dated 13 March 1948, distributed throughout this Agency by Administrative Instruction [redacted] dated 17 March 1948, Subject "Control of Personnel Security Files."

Such communication as is necessary to effect AEC "Q" type clearances is effected by the Branch after the necessary prerequisites - investigation, appraisal, fingerprinting, execution of appropriate personal data forms - have been accomplished.

Inquiries from other sensitive agencies as to security status of individuals formerly affiliated with CIA are answered by communications in keeping with customary security practices.

Issuance of certain building passes by the Physical Security Branch is approved on the basis of the scope of investigation available and type of personnel security clearance granted.

Information of personnel security interest is procured from newspapers, periodicals, and other Federal agencies for the maintenance of reference data necessary for the operation of the Branch.

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Functions (cont'd) -

Coordination of interest by various operating branches in the same individual is initiated by the Branch under the provisions of Administrative Instruction [redacted] dated 6 May 1949.

Necessary internal records for the operation of the Branch are maintained. Such reference material reflecting certain trends and developments, subversive groups and fronts for such organizations, as well as information relating to individuals of questionable loyalty, is made readily available through the filing facilities of the Branch. These facilities also contain active files on each employee of the Agency, and certain personnel affiliated with the Agency.

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Accomplishments (cont'd) -  
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The contents of 13 daily newspapers, or periodicals, have been examined for such material as should be placed in the reference files of the Personnel Security Branch, so as to assist in the performance of its overall operations. In addition, 100 Congressional reports and reports of other agencies were examined for that purpose. Approximately 1771 summaries of information contained in the reference files of the Branch were prepared so as to afford complete information for each security file involved.

An undetermined number of files were reviewed in connection with each of the applicant cases handled. Another undetermined number of files were reviewed in connection with the cases handled for the Contacts Division, Office of Operations. Certain other accomplishments concerning which the necessary expense of maintaining records was not incurred, include ACC "Q" clearances, inquiries from other agencies concerning security histories of former employees, security approval activity in connection with issuance of certain building passes, and summarization of investigative information available in our files for submission to other agencies upon request.

Objectives for Fiscal Year 1950-51:

The Director of Personnel has indicated that during the Fiscal Year 1951-52, 160 overt requests for security clearance will be received by the Personnel Security Branch. This figure will cover new positions to be filled, as well as anticipated personnel turnover. It also covers security disapprovals, cases closed before completion, and cases in which approvals are issued but no entrance on duty is effected, by choice of the applicant. On the basis that all cases are reviewed in the Branch, even though they are closed before completion — information may be contained which should be flagged for reference purposes — it is concluded that a total of 160 applicant cases per month will be handled during the budget year. In addition, it is estimated that 240 investigations of overt CIA employees will be initiated and processed during the budget year under the existent reinvestigation program.

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Objectives for Fiscal Year 1950-51:

Even though this figure represents a decrease compared to the Fiscal Year 1949-50, it represents an increase of 3 cases per month per appraiser available to work on applicant or employee cases. Considering the Fiscal Years 1948-49 and 1949-50 as base periods, it has been determined that the production of one appraiser is 57 cases per month. On this basis, 3 appraisers could process 171 cases per month as compared to the 180 cases per month estimated requirements for the budget year. It is not believed, however, that this increase is of sufficient consequence to warrant any increases in personnel for this activity. It is estimated that 3600 citizen-contact cases will be processed during the budget year, and that [REDACTED] cases will be processed in connection with the

Office of Operations, insofar as exploitation of sources of foreign intelligence is concerned. These figures represent increases over the budget year 1949-50 in amounts of 164 and 187 cases, respectively. It is anticipated that the increased activity in the following categories will be in an approximate direct ratio to the size of the Agency, and/or the personnel turnover in the Fiscal Year 1951-52, as compared to the size of the Agency, and/or the personnel turnover in the Fiscal Year 1949-50:

1. Cryptographic clearances;
2. Approvals for transfers between component parts of the Agency;
3. Clearances for assignments to duty as Alternate or Assistant Top Secret Control Officers;
4. Clearance for access to special types of intelligence information;
5. Persons interviewed prior to their leaving the Agency, leaving for overseas duty, entering a period of extended leave of absence, or by transfer between vouchered and unrivouched categories; and
6. Miscellaneous name check activity not specified above.

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[REDACTED]

It is estimated that the activity in connection with reviews by other agencies of CIA security files will increase approximately 50% for the budget year as compared to the similar activity in the year 1949-50; thus, it is estimated that approximately 1167 files will be reviewed prior to disclosure to representatives of other agencies. This increase is believed to be forthcoming, inasmuch as the value of CIA security files to other agencies is becoming more widely known.

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Objectives for Fiscal Year 1950-51 (Cont'd.):

It is estimated that approximately 85 special interviews will be conducted for the purpose of adducing information pertinent to their individual security cases, or pertinent to security cases of other employees of the Agency. No material increase over similar activity during the Fiscal Year 1949-50 is foreseen. [REDACTED] will be effected. [REDACTED]

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Justification:

Justification for the activities and existence of the Personnel Security Branch lies in the provision of Section 102d(3) of the National Security Act of 1947; sub-paragraph(c) of Section 102, National Security Act of 1947 (Public Law 253 - 80th Congress), and the CIA policy directives which provide for the activities outlined under the caption "Functions" above. Justification for contractual service in connection with the performance of personnel security investigations is set forth on the attached form providing for "Non-personnel Services Estimates in Object Class 07." It is estimated that the functions of the Personnel Security Branch during the Fiscal Year 1951-52 can be accomplished with the addition of one GS-11 appraiser. Justification of that increase is contained under the caption "Justification" of that portion of the budget which pertains to the Appraisal Section.

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OFFICE:	Inspection & Security Staff
DIVISION:	Security
BRANCH:	Personnel Security
SECTION:	—

NON-PERSONAL  
SERVICES ESTIMATES  
Object Class 07

FOR COMPLETION BY BUDGET ANALYST	
Past year (actual)	\$ _____
Current year (budget allowance)	\$ _____
Budget year (office estimate)	\$ _____

REQUIREMENTS	AMOUNT	JUSTIFICATION
3480 personnel security investigations at a cost of \$206.40 to be conducted by the Federal Bureau of Investigation.	\$718,272	<p>The Director of Personnel has estimated that 160 overt cases, and 100 semi-covert cases will be submitted to the Inspection and Security Staff during the Fiscal Year 1951-52. In addition, it is estimated that 20 overt, and 10 semi-covert reinvestigations will be requested monthly of the FBI, thus accounting for a total of 3480.</p> <p>These investigations will be necessary to assist in the security responsibility of the Director of Intelligence under the provisions of Section 102d(3) of the National Security Act of 1947, which states "... under the direction of the National Security Council—the Director of Central Intelligence shall be responsible for protecting intelligence sources and methods..."</p> <p><i>206.40 100 100 825. 825.</i></p>

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Functions:

The [redacted] is that part of the Personnel Security Branch which, under the general administrative and policy direction of the Chief, Personnel Security Branch, conducts the evaluation activities of the Division.

The Section is responsible for revising investigation reports and related material pertaining to investigations by or for CIA, and by or for other Governmental agencies, analyzing the contents of such reports, and recommending appropriate action on the basis of that information consistent with Executive Order 9835, CIA Administrative Instruction [redacted] and such other internal regulations as may pertain to the employment or use of individuals by CIA. This Section receives reports of investigation, which investigations may be conducted by the FIB, CIA Investigative Staff, or other Governmental agencies.

In addition to its evaluation activities on proposed applicants for employment by CIA, the activities extend to investigation reports pertaining to individuals already employed by CIA, and those non-Governmental personnel who are to be used by the Central Intelligence Agency, but who will not be placed on the payroll of CIA. This latter type of case arises [redacted] vision, Office of Operations, and requires the [redacted] to determine what security checks are necessary in the case, the adequacy of their reports received as a result of these security checks, and the propriety or advisability of using the subject individual. Where necessary, a determination is made regarding the use of the individual by considering the information received on that individual in the light of the need for the use of that individual.

The evaluation of reports pertaining to employees of CIA extends beyond the evaluation of particular reports on specific individuals into the field where it is necessary to conduct a group study and overall survey of various branches or units of the Central Intelligence Agency, or suspected cliques and unofficial groups and circles to determine the overall security picture of any part of the organization. This Section also maintains a continuing review of cases handled in the past, both rejected and approved, in order that the significance of information recorded in or abstracted from files, and the accuracy or nature of action taken or recommended may be kept current with changing conditions and new information.

The evaluation activities of the Branch include the reviewing of exit interview reports, the review of partial or interim reports, the review of cases of personnel proposed for receipt of Top Secret information, the review of cases of personnel proposed for access to other highly classified information, and the review of any investigative or other material which may have a bearing on the security status of any individual employed, to be employed, or previously employed which may have a bearing on the security of other individuals or an organizational part of CIA.

Accomplishments:

The accomplishments of this Section are reflected under the statement of "Accomplishments" by the Personnel Security Branch, insofar as the following are concerned:

1. Persons security approved, security disapproved, and cases closed before completion;
2. Employees reapproved on the basis of current investigation;
3. [REDACTED]
4. [REDACTED]
5. Clearances for assignment of personnel to duties as Alternate or Assistant Top Secret Control Officers;
6. Clearances for access to special types of intelligence information; and
7. Clearances for Cryptographic duties.

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All of the above categories are processed through the [REDACTED] before security determinations are effected. An undetermined number of files of a corollary nature are reviewed in connection with the above-referenced functions.

Objectives for the Fiscal Year 1951-52:

Attention is invited to the anticipated workload as set forth under the heading "Objectives for the Fiscal Year 1951-52", which appears as a portion of the budget estimates for the Personnel Security Branch. The Appraisal Section will evaluate and make appropriate recommendations in all types of activity identified in the section captioned "Accomplishments" appearing immediately above.

Justification:

Appraisal activities are a vital part of any personnel security operation. It is necessary for an independent unit to review, evaluate, and act upon information received from other sources. Its existence as such provides for adequate consideration of the many details comprising a personnel security case from an analytical standpoint. In the Personnel Security Branch, the reviewing, evaluating, and recommending functions have been centralized in the Appraisal Section. So long as security decisions with regard to the employment or use of individuals by CIA are to be made, an appraisal staff will be necessary.

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Justification (cont'd):

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Asterisk material cont'd:

Additional changes in the procedure for handling these cases contemplated for the budget year will add an additional burden on the appraisal activity, which will result in an estimated production of 150 cases per appraiser per month.

In view of the above, it is concluded that a minimum of one appraiser, in grade GS-11, must be added to the working force of the [REDACTED] in order to perform the contemplated workload.

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Functions:

The major functions of this Section consist of: (a) an all inclusive case file system containing the material pertaining to all security cases initiated and handled by the Personnel Security Branch and the semi-covert applicant and employee cases initiated and handled by the Special Security Branch; and (b) a Reference Index file of 3x5 cards pertaining to persons and organizations of security interest to the Agency. In addition to applicants and employees, the cases initiated and handled by the Personnel Secu-

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recording, and cross referring information of a security interest on individuals and organizations named in other security cases, in publications subscribed to and received in the Inspection and Security Staff, and in material received from the newspaper clipping service operated within another office of CIA.

All appropriate cases for which files are being set up or on which action is being taken in the Inspection and Security Staff are checked through the Reference Index system for possible previous records on the individual concerned or the individuals and organizations with which the subject of the case has been affiliated.

25X1A Other functions of the [redacted] include a case control system in which the various processing steps on overt and semi-covert applicant and employee cases are recorded and a "wheeler" card system to be maintained on all overt and semi-covert personnel. In this record there will be recorded and flagged pertinent security aspects on each case. These aspects will include such information as location of relatives residing in foreign countries, citizenship of relatives residing in foreign countries, schools attended, organizations of which the person was a member, etc.

Accomplishments:

Complete and specific records as to the accomplishments or work-load of the Section have not been maintained inasmuch as the cost of such records would far exceed their possible value and inasmuch as the work-load of this Section can be readily determined from the production figures of the Personnel Security Branch, the Appraisal Section, the Contact Officer of the Personnel Security Branch, and the semi-covert operations of the Special Security Branch.

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Objectives for Fiscal Year 1952:

25X1A The objectives of the [REDACTED] are for the greatest part dependent upon and identical with those of the Personnel Security Branch and its operations, the Security Control Staff of the Inspection and Security Staff, and the semi-covert functions of the Special Security Branch.

25X1A The [REDACTED] will be called upon for at least three actions: those of searching and pulling case files, of re-filing case files, and of recording action taken in nearly every case of a written or oral inquiry to or action by the Inspection and Security Staff on overt and semi-covert matters. In addition, it will be called upon to file all material arising from such inquiries.

25X9A2 The work-load of the Section for the fiscal year 1952 in the checking of its indices and in setting up files and records as compared with the fiscal year 1950 will be as follows:



In addition to the maintenance of records required and involved in the operations of the Inspection and Security Staff, the [REDACTED] is continuing its efforts to consolidate the indices which exist in the section in order to have one master index and an attempt to regroup and refile in fewer subdivisions cases placed in a number of categories by predecessor agencies which categories are no longer justified or required in CIA operations.

Continued study will be given to the entire matter of proper systems for index files in order to simplify and speed up the checking, filing, and re-filing in its present system.

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Justification:

The necessity for the existence of this Section is obvious because of the necessity for a complete and accurate record of Inspection and Security Staff activities on overt and semi-covert cases. The responsibilities of the Personnel Security and Special Security Divisions in connection with determining the loyalty and suitability of individuals require extensive reference files.

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